

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE *****	PAGE OF PAGES 1   1
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 02 MAR 29	4. REQUISITION/PURCHASE REQ. NO. 00390 /20251422	5. PROJECT NO. (If applicable)		
6. ISSUED BY NSWC CARDEROCK DIVISION 9500 MACARTHUR BLVD. W BETHESDA MD 20817-5700		7. ADMINISTERED BY (If other than item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				9A. AMENDMENT OF SOLICITATION NO. X N00167 02 Q 0228	
				9B. DATED (SEE ITEM 11) 02 MAR 15	
CODE FACILITY CODE				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods. (a) By completing items 8 and 15, and returning 0 copies of the amendment; (b) By acknowledging receipt of the amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
<input checked="" type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).					
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)					
THE PURPOSE OF THIS AMENDMENT IS TO PROVIDE ANSWERS TO QUESTIONS RECEIVED BY THE CONTRACTING OFFICE WITH RESPECT TO THE REFERENCED SOLICITATION FOR CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP) SERVICES. (SEE ATTACHMENT)					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	
				16C. DATE SIGNED	

(\*Responses are in red and highlighted in yellow.)

SOLICITATION # N0016702Q0228 EMPLOYEE ASSISTANCE PROGRAM

1. The solicitation indicates that there are approximately 2,550 employees in Carderock Division, excluding those in Philadelphia. It is also noted that employees are located in other sites in addition to West Bethesda, Maryland. Could you please identify the other locations and the approximate number of employees in each other site?

Arlington VA 49	Bayview ID 51
Bremerton WA 49	Memphis TN 27
Norfolk VA 115	Washington Navy Yard 55

2. With regard to the latest or current contract price, please indicate the current or recent contract price (and past two years' contract prices) of the EAP services by the existing contractor for the two requested categories: Principal Counselor and Clinical Supervisor, along with other identified costs, if any?

Current Contract Price final year -	\$30,280
Previous Year year 4 -	\$29,110
Previous Year year 3 -	\$38,820

3. Please indicate the name and address of the existing contractor, if there is an existing contractor?

Behavioral Factors Inc. 34 Manatee Way Crawfordville FL. 32327

4. Please indicate if the scope of the proposed EAP services is the same as the current EAP service contract, if there is an existing contract? Please indicate what additional or lesser services are included in the current solicitation?

\*The scope remains the same.

5. Please indicate the utilization rates for the EAP services for the past three years?

West Bethesda (Carderock)	All Sites
1999 2%	2%
2000 3%	2%
2001 3%	2%

6. Since family members are included in the counseling program, what constitutes a family member?

\*Family members: spouse and dependents of employee.

7. Since family members are included in the program, do the family members come to the West Bethesda worksite office of the contractor's EAP Principal Counselor?

**\*Yes.**

8. What are the procedures for a family member at a non W. Bethesda location, in contacting and being counseled by the contractor's counselor?

**\*A family member will follow the same procedure as the employee at a non West Bethesda site.**

9. In Statement of Work, Section II. Scope, what has been the historical utilization of the telephone counseling services by employees and family members in the sites other than the West Bethesda site?

**\*Utilization has been very low.**

10. In Statement of Work, Section II. Scope, what has been the historical utilization of the counseling services by employees and family members in the West Bethesda office site?

**3%**

11. In lieu of telephone counseling for employees and family members at the other sites, referred to in Statement of Work, Section II. Scope, can the counseling be performed at a counselor's office in the employee's region or must the counseling (assessment and referral) be by telephone?

**\*Counseling is to be provided by telephone.**

12. On the days that they are on site, can the contractor's Principal Counselor provide the telephone counseling, if they are connected directly or patched-in by the contractor's 800 service?

**\*Currently the Principal Counselor can provide telephone counseling from the on site office.**

13. In Statement of Work, Section III. Services, Number (12), "other off-site services," reference is made to "employee short-term counseling (1-3 sessions)". Please how the 1-3 sessions are provided and funded, since that item is not listed as a fee in your proposal schedule?

**\*This service is included in the contract as other off-site Division locations.**

14. In Statement of Work, Section III. Services, which of these twelve services are provided by the Principal Counselor, the Clinical Supervisor or other contractor staff?

**\*Number 10, 'after hours access line', is provided by a contractor staff member. All other services are provided by the Principal Counselor or Clinical Supervisor.**

15. In Statement of Work, Section III. Services, Number (9), EAP Promotional Materials, what EAP Promotional Materials are required and how many copies of these materials are required to be provided by the contractor and at what frequency are they required?

**\*Promotional materials should include EAP brochures, booklets, and hand out materials for presentations and training sessions.**

16. Per Question 15, if the contractor provides the promotional materials, should the cost of these promotional materials be included in the cost of the Principal Counselor or Clinical Supervisor's cost/fee, distributed in both or added as a separate cost? How is this handled in the current contract?

**\*The cost of promotional materials is prorated between the Principal Counselor and Clinical Supervisor's cost/fee under the current contract.**

17. In Statement of Work, Section III. Services, Number (10), after hours access line, please clarify what is required?

**\*An after hours access line, with a 24 hour secured/confidential recording capability or handled by a staff member, shall be available to West Bethesda and off site employees.**

18. In Statement of Work, Section III. Services, Numbers (6-8), who will provide the supervisor and management training, the executive debriefings and employee orientation to EAP sessions?

**\*The Principal Counselor provides these services.**

19. Per question 18, how long are the sessions for supervisor and management training, the executive debriefings and the employee orientation to the EAP services?

**\*Supervisor and management training sessions are two hours. Executive debriefings and employee orientation are thirty minutes to 1 hour.**

20. Per question 18, please indicate if the *training and orientation sessions* are in the form of a group presentation session(s) to employees? If in a group session, how many sessions are planned or required? If in a group session(s), which location(s) would be used for the training sessions? Are any training or orientation sessions provided for other sites versus the W. Bethesda site?

**\*Training/orientation group sessions are given at the West Bethesda site. The number of sessions are not specified.**

21. Will the training location(s) for supervisory and employee training have Power Point presentation equipment available to the contractor's trainer?

**\*Power Point presentation equipment is available.**

22. Are you interested in having the employees contacted by email? Should the contractor have a web site and employee email access?

**\*E-mail access is provided.**

23. In Statement of Work, Section III. Services, Number 11, please indicate the number of Critical Incident Interventions provided during the past 12 months.

**\* Four sessions**

24. How are Critical Incident Interventions handled at the W. Bethesda site? Are the sessions provided by the Principal Counselor?

**\*Sessions are handled by the Principal Counselor.**

25. How are Critical Incident Interventions handled at sites other than the West Bethesda site? If Critical Incident Interventions are needed at other than the West Bethesda site, what happens and how is the cost of these services funded?

**\*Critical Incident Interventions needed at sites other than West Bethesda would be handled by telephone. Funding is not provided in the contract for any other type of service.**

26. What percentage of the employees has been referred to community or other resources after the initial EAP sessions in NSWC?

**\*70%**

27. In Statement of Work, Section IV, Staffing, would the NSWC consider an alternate proposal to the solicitation: Proposing essentially the same EAP Statement of Work with off-site counselors in the Bethesda area and other NSWC sites versus the two days per week Principal Counselor on-site at the West Bethesda site?

**\*On site at West Bethesda**

28. Please confirm the proposal due date of April 12, 2002 is correct and that one original proposal is required?

**Please submit one original and one copy of your proposal by the due date of April 12, 2002**

29. What is the breakdown of number of employees in each of the Carderock Division locations?

Carderock MD. Approx 1700	Arlington VA. 49
Bayview ID. 51	Bremerton WA. 49
Memphis TN. 27	Norfolk VA. 115
Washington Navy Yard	55

30. Who is the current provider of EAP services for the Carderock Division and how long have they had the contract?

Behavioral Factors Inc. 5 years

31. What is the current per employee per month rate for services and the employee count that it is based on?

The current contract is not written to show a cost per employee rate

32. What was the utilization rate for each of the past two years and how is that determined?

The utilization rate is determined by dividing the number of persons who utilized the EAP services by the total number of employees.

	West Bethesda (Carderock)	All Sites
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2000	3%	2%
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2001	3%	2%
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33. What were the number of clients who received EAP services in-person versus telephonic assessment/services for each of the past two years?

\*In-person EAP services 90%; telephonic services 10%.

34. What is the average number of in-person visits?

\*Average 2-3 visits.

35. How many CISD's have been conducted in each of the past two years?

\*In the past two years four Critical Incident Stress Debriefings have been conducted.

36. Solicitation page 24, IV Staffing. Does an EAP provider have to be at the W. Bethesda site from 7:30 a.m., to 5:00 p.m. two days a week, or can they provide on-site EAP services when clients are scheduled? Because of possible confidentiality concerns can the employee or their dependent elect to be seen off-site at a EAP counselors office?

\*Services are to be provided on site at West Bethesda two days a week between 7:30 a.m. and 5:00 p.m.

37. Are we correct in assuming that Employee EAP Orientations and Supervisory/ Management EAP Orientations are to be conducted at all division sites Bremerton, WA; Bayview, ID; W. Bethesda, MD; Patuxent River, MD; Port Canaveral, FL; Panama City, FL; Memphis, TN; and Ketchikan, AK (except Philadelphia)?

\*Civilian Employee Assistance Program Orientation for employees, supervisors, and management will be conducted on site at West Bethesda and by telephone at the non West Bethesda sites.